



## INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	INSURANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, September 5, 2014
<b>POSITION TITLE:</b>	COIN PROGRAM CHIEF, COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH, CEA A	<b>FINAL FILING DATE:</b>	Friday, September 19, 2014
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	Friday, October 3, 2014
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 8,874.00 / Month	<b>BULLETIN ID:</b>	09052014_5

### POSITION DESCRIPTION

\* A higher salary not to exceed \$9,954 may be given (pending CalHR approval).

Under the direction of the Deputy Commissioner, Community Programs and Policy Initiatives, the California Organized Investment Network (COIN) Chief (CEA) is responsible for the policy formulation and administration of the COIN Program's mission of increasing the level of insurance industry investment capital in California's low to moderate income, urban, and rural communities. The COIN Chief (CEA) is responsible for general oversight of the Community Development Financial Institution tax credit program; the investment bulletin program; various data calls; creation and development of new investment products for the insurance industry; outreach efforts to insurers and community development practitioners, and legislation affecting the program. The COIN Chief (CEA) makes recommendations to the Insurance Commissioner and Executive staff regarding appropriate courses of action for the COIN Program. The COIN Chief functions as the manager/supervisor for the program; coordinates and directs the work and activities of COIN program staff, and administers the COIN Program's budget.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or

broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

1. Demonstrated experience in utilizing innovative financing techniques, mechanisms, and procedures to coordinate and analyze investments including, but not limited to, equities, debt securities, commercial mortgages, and other types of loans, venture capital funds, joint ventures, and partnerships. 2. Broad and extensive experience analyzing, structuring, and sourcing investments for institutional investors, including but not limited to insurance companies; extensive knowledge of how insurance companies hold assets, both rated and unrated; detailed understanding of community investments, including economic and social benefit to low and moderate income communities. 3. Broad and extensive experience with allocated tax credit programs including regulations, application procedures, scoring, and certification of eligible investors/ recipients; establishment and tracking of reporting requirements; and development of written materials and reports to stakeholders. 4. Demonstrated broad and extensive experience, at the management level, in the oversight of managing staff; program planning; policy formulation; budget administration; and program evaluation. 5. Ability to build strong collaborative relationships internally and externally through demonstrated effective communication skills with Department/Agency heads, Executive staff, other government entities, consumer advocacy groups, financial regulators, company and trade associations, and stakeholder advisory groups.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **COIN PROGRAM CHIEF, COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH, CEA A**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **COIN PROGRAM CHIEF, COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH, CEA (A)**, with the Department of Insurance. Applications will be retained for 12 months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to 12 months.

The examination process will consist of an evaluation of the candidate's application, Statement of Qualifications (SOQ), and résumé. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application, SOQ, and résumé, therefore, it is critical that each applicant include specific examples, and information on how his/her background, knowledge, abilities, and personal characteristics meet the minimum and desirable qualifications. They must indicate your total years of experience (and civil service classifications, if applicable) performing

work that demonstrates each of the qualifications. The SOQ, application, and résumé will be the only basis for the candidate's final score and rank on the eligible list.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A résumé.

### Applications must be submitted by the final filing date to:

INSURANCE, DEPARTMENT OF, Human Resources Management Division  
300 Capitol Mall, Suite 1300, Sacramento, CA 95814  
Nitika Nitashni | 916-492-3311 | [nitiki.nitashni@insurance.ca.gov](mailto:nitiki.nitashni@insurance.ca.gov)

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)